

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2016-94**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Mechanic
OPENING DATE:	November 7, 2016
CLOSING DATE:	November 18, 2016
DEPARTMENT:	Public Works/Tribal Garage
SALARY RANGE:	NE-8; \$25,334 - \$38,002

Position Summary:

Under general direction of the Garage Manager, the Mechanic performs preventive maintenance, diagnostic services, and repair of vehicles, small engines, and heavy equipment. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Performs regular inspection, tune-up, oil changes, tire rotation and changes, wheel balancing, and other preventive maintenance.
- Analyzes and diagnoses suspension, steering, and brake problems; repairs malfunctions by replacing parts/components or by other adjustments.
- Provides technical direction to other workers within the program and within scope of responsibility.
- Develops a parts/material list to complete repairs, tune ups, and other services.
- Helps maintain service and repair data in electronic database using work order process.
- Assists Service Coordinator with maintenance schedules, and notifies departments and programs of routine maintenance due dates.
- Reports to Manager defects, broken, unusual worn-out parts found on vehicles and equipment.
- Inspects garage equipment and tools for defects and safety non-compliance; performs repairs and maintenance on equipment when appropriate.
- Assists in updating Maintenance Plan database for shop equipment.
- Retrieves stalled vehicles or makes repairs on-site; transports vehicles to other specialized facilities.
- Maintains a safe and clean work area in compliance with applicable shop safety guidelines.
- Maintains/gains technical knowledge by attending classes, training, reading relevant manuals.
- Provides internal training on selected subject identified by Manager.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

Three years of automotive/light truck repair and maintenance work experience in a professional garage setting required. Completion of automotive curriculum preferred. A combination of relevant education and experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Mechanic is designated as a Low Risk Public Trust (LRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of principles, materials, methods, practices, and equipment used in automotive repair.
- Knowledge of vehicle suspension components, braking systems, drive train systems, transmissions (manual and automatic), rear suspension systems, and front axle systems.
- Knowledge of occupational hazards, safe working practices and safety precautions.
- Ability to communicate effectively both verbally and in writing.
- Ability to analyze on call and other vehicle repair/retrieval situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with co-workers and other individuals at all levels.
- Ability to handle multiple tasks, adjust schedules and meet deadlines within the daily shop workload.
- Ability to make solid decisions and exercise independent judgment, self-responsibility, and accountability.
- Skill and ability to share knowledge, explain new methods, provide hands-on training to staff within program.
- Skill in computer use, including Word, Excel, Outlook, and software applicable to automotive repair/maintenance field.
- Skill in operating diagnostic equipment, air tools, specialized equipment, drills, ratchets, AC machine, etc.
- Skill in reading, interpreting and understanding shop manuals, schematics, and wire diagrams.
- Skill in reading and understanding gauges and dials, such as voltmeters, ohmmeters, tachometers, and oscilloscope.
- Skill in proper use of oxy-acetylene torch or other welding equipment as required to perform minor repairs or for damaged part removal.
- Skill in dismounting, repairing, balancing and remounting tires on vehicles and heavy equipment.
- Skill in performing vehicle diagnostics and understanding repair codes, and in implementing required troubleshooting techniques based on results.
- Skill in repair and maintenance of suspension components, braking systems, drive train systems, transmissions (manual and automatic), rear suspension systems, and front axle systems.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLeemployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES